



**Town of Walpole**  
**Commonwealth of Massachusetts**  
**Zoning Board of Appeals**

Town Hall  
135 School Street  
Room 212  
Walpole, MA 02081  
ZBA@walpole-ma.gov

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## **APPLICANT CHECKLIST**

Please include checklist with your application package  
*For comprehensive permit applications s ZBA Rules & Regulations*

<b>1. ZBA Application Including:</b>	
a. Owner's signature	
b. Applicant's signature	
c. Zoning Enforcement Officer's signature	
d. Includes applicable ByLaw section	
e. Requested relief described in detail	
f. Completed findings fact sheet (For Variance Request Only)	
<b>2. Plans/ drawings to scale (10 copies)</b>	
a. Registered Land Surveyor Stamp Certified Plan	
b. Names of Streets	
c. North Arrow	
d. Zoning District	
e. Property lines and dimensions	
f. Location of existing buildings	
g. Percentage of lot coverage of existing and proposed structures	
h. Present use of property	
i. Location of proposed structure(s)	
j. Chart indicating required dimensions and proposed dimensions	
k. Names of owners of abutting properties	
l. Location of abutting property buildings	
m. Entrances, exits, driveways shown on plane	
n. Distance of abutting buildings to petitioners property	
o. Required parking (if applicable)	
p. Show all changes in <b>RED</b>	
q. Drainage provisions (for undeveloped property or increase in impervious surfaces)	
r. Show topography and soil condition if pertinent to lot ( For variance request)	
s. Date of plan	
t. Date of revisions (if applicable)	
<b>3. Professional stamped &amp; signed architectural drawings for new construction - showing dimensions and structural detail</b>	
<b>4. Abutters List ( include 2 sets of mailing labels</b>	
<b>5. Checks</b>	
a. Application fee made payable to " Town of Walpole"	
b. Advertisement fee, \$55, made payable to "Gatehouse Media"	
<b>6. Electronic copy of Application submitted via Viewpoint</b> (Walpole's Online Permitting System- accessible via ZBA webpage)	